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SECRET

PROPOSED WEEKLY WORK DISTRIBUTION - INFORMATION BRANCH

25X1

Info. Control Clerk		Info. Control Clerk		Clerk		Messenger		Info. Control Clerk	Info. Control Asst.	Info. Control Officer	Info. Control Officer
1. Read and route: serial publications, incoming Sr. Rep. dispatches, incoming CS reports for evaluation.	17.5	1. Pull mat cards on incoming mat card documents and check enclosures.	9.5	1. Log outgoing administrative material.	24.0	1. Deliver all incoming and pick up all outgoing material (except T.S.)	15.0	No change in duties, except some reduction in time for preparing envelopes for outgoing material.	No change in duties, except some reduction in time for preparing envelopes for outgoing material.	1. Read and route incoming administrative material, non-ACTION.	7.5	No change in duties.
2. Record receipt or distribution of serial publications (logging in and out)	10.5	2. Type 35-1 for: a. Incoming Sr. Rep. dispatches b. Incoming non-CIA cables c. Incoming CIA cables d. Advance CS reports for evaluation e. Material from Records Center	17.0	2. Pull mat cards from outgoing documents.	3.0	2. Open and sort material.	7.5			2. Type 35-1 for incoming administrative material.	15.0	
3. File copies of Purchase Orders for publications (incoming and outgoing)	1.5	3. Sort mat card documents	.5	3. Record on 35-1 return of evaluated CS reports.	1.25	3. Pick up material at turnstile.	7.5			3. Type 60-16 for loaned documents and pull 60-16 when outgoing.	2.5	
4. Sort incoming translations	2.5	4. Sort responses to requests for Records Center material.	.75	4. File Courier and Document receipts.	1.0	4. Time-stamping	2.5			4. Read and route incoming CIA cables and loaned documents.	2.0	
5. Check outgoing SSI dispatches.	5.0	5. File mat cards (incoming)	4.0	5. Prepare Courier Receipts and postage slips.	1.25	5. Prepare envelopes for re-use.	5.5			5. File 35-1's for administrative material and 60-16's for loaned documents.	2.0	
6. Check manifests on incoming Sr. Rep. dispatches	.25	6. File 35-1's for CS reports, CIA cables, dispatches and material from Records Center.	4.5	6. Check outgoing mat card documents.	1.0		38.0			6. Read outgoing SSI cables for authentication.	1.5	
7. File and check requests for FBIS translations (incoming and outgoing)	1.25		32.75	7. Wrap outgoing documents	3.0					7. Follow up on loaned documents.	4.5	
8. Type and file 35-15 for SSI-originated dispatches.	4.5			8. File mat cards for outgoing documents	1.0						32.0	
	45			9. Pull and file 35-15 on outgoing non-CIA cables.	1.2							
					36.5							

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